



**Title: NOAH – No One at Home**

**Standard Operation Guideline: 38**

**Effective Date: March 16, 2021**

**APPLICATION:** This SOG applies to all transportation staff.

**PROCEDURE:**

**It is the responsibility of the parent/guardian or their designee to provide supervision at the bus stops for students in grades Pre-K – 3<sup>rd</sup> grades. EC grades will consist of Pre-K – 12<sup>th</sup> grade. Transportation is not set up to handle child care, therefore students will be returned to the home school.**

- Students in grades Pre-K – 3 grade (EC grades will consist of Pre-K – 12<sup>th</sup> grade) will not be discharged from a bus unaccompanied unless the driver has prior authorization. In cases where students will be unescorted without authorization, the NOAH process will be follow as listed below.
  - The driver will contact the transportation office by radio.
    - The transportation office will notify school administration.
    - The transportation office will document each occurrence.
  - (Traditional) The driver will transport the student back to school at the end of the route.
  - (EC Students) The Transportation staff will determine if the student will be taken directly back to the school or the driver will transport the student back to school at the end of the route.
  - (Magnet) The Transportation office will contact the parent/guardian to pick up students at the designated shuttle point location.
  - The school administration will contact the parent/guardian to pick up the student at the school.
  - After the 3<sup>rd</sup> documented occurrence, the ZTS will coordinate with the school the following
    - Schedule a parent conference
    - Explore with school administration afternoon bus suspension

Determine if Social Services will need to be involved.